

REPORT OF MEETING

Project: Water Main and Sanitary Sewer Extension
For Middle Street
Middletown, Connecticut
Bid No. 2015-025

Owner: Water and Sewer Department
City of Middletown, Connecticut

Location: Council Chambers
City Hall, 245 deKoven Drive

Subject: Pre-Bid Meeting

Date: September 30, 2015

Attendees: See Attached Attendance List

A Pre-Bid Conference was held at 10:00 A.M. in the Council Chambers of the Middletown City Hall to provide an overview of the Project and to answer questions from prospective bidders. The following is a summary of the discussions that took place at the meeting.

****Please note, the text “**Final Design Not for Construction**” at the bottom of plan sheets PP-01 and PP-02 is incorrect and should be ignored. As with all the plan sheets obtained in the bid set for this project, they are to be used as “**Final Construction Drawings**”.

1. Project Overview (Mr. Warren Baethge, P.E. – Project Engineer – Cardinal Engineering Associates)

- The proposed Project involves making a connection to both the existing 8-inch sanitary sewer and 12-inch water main within the Town of Berlin and extending each main line about 1,730 and 1,780 linear feet, respectively, to the south in Middle Street. This extension will serve existing development and future development on Middle Street. The connection point in Berlin occurs at the intersection where Middle Street meets Spruce Brook Drive, Main Street and Division Street in Berlin. The proposed 8-inch sewer will connect at an existing manhole stub and the 12-inch water main will connect to an existing 8-inch capped connection. Therefore, the Contractor shall be coordinating work with the Town of Berlin initially.

2. Bid Procedures/Instructions (Ms. Donna Imme, CPPB – Supervisor of Purchases)

- The Project Cost is estimated at \$1,100,000.
- The Project is funded in whole by the City of Middletown; therefore, Local Bidder Acceptance applies. See page 14 for details.
- Bidders must be pre-qualified with DAS due to the Contract amount.

- Drawings and Bid Documents are available in the Purchasing Department for a cost of \$100 per set. This cost will be returned to the Bidder if the drawings and Bid Documents are returned in good condition to the Purchasing Department within two (2) weeks of the Bid Opening.
- Questions after this meeting shall be submitted in writing to purchase@middletownct.gov or by fax to 860-635-1995. All questions and answers will be posted on the City of Middletown website: www.middletownct.gov.
- The cutoff date for the submission of questions is **Tuesday, October 6, 2015 by noon.**
- Pre-Bid Conference minutes and the Attendance Sheet, and any issued Addenda, will be posted to the City's website at www.middletownct.gov.
- There will be no mailings; therefore, it is the Bidder's responsibility to check the website periodically for all postings and additional information regarding this Bid. The Bidder must acknowledge that he/she has seen all posted information prior to submitting a Bid.
- The plan holder's list is updated and posted to the website daily.
- The City's intent is to award the Project to one (1) General Contractor. See page 6.
- This Project must be completed by April 1, 2016, which Mr. Joe Fazzino, the Water and Sewer Department's Chief Engineer, and Cardinal Engineering will discuss in further detail. The Bids will be reviewed immediately and the City would like to award a Contract the last week of October. Therefore, the total number of days will be determined after an award and the Notice to Proceed is issued. This work must be completed as stated. If a Bidder cannot commit to this schedule, or believes he/she cannot complete the work within the required period, then they should not bid on the Project.
- A separate Bid Documents Checklist and attachments required with the Bid are inserted at the rear of the bound Bid Document.

3. City Requirements (Mr. Joseph Fazzino, P.E. – Chief Engineer of Water and Sewer Department)

- The April 1st date is critical. Safe Homes' new building is under construction on Middle Street and requires both water and sewer service to its site by that date. The water and sewer must be ready for service, which means all testing, disinfection and flushing must be completed and the systems accepted by the Water and Sewer Department.
- The work involves a basic extension of both water main and sanitary sewer. There is some rock, so blasting will likely be required.
- There is a major Algonquin Gas crossing. The Contractor must coordinate with the gas company prior to the crossing, so that Algonquin Gas can have a person there to inspect the crossing work.
- Berlin utilities are involved and there will be an Inter-municipal Agreement between Berlin and Middletown. The Contractor must provide sufficient advance notice before construction begins to the Town of Berlin, so they can schedule a representative for inspection of the work.
- The Westfield Fire Marshal must be contacted for a Blasting Permit.
- The use of Middletown Police will be required for Traffic Control. If Policemen are not available, the Contractor shall use Uniformed Trafficmen (Flaggers). The Contract does have an Allowance for Traffic Control.

4. City Requirements (Mr. Chris Holden – Deputy Director of Public Works)

- The City normally has a ban on the use of plates for trench protection during the winter because of snow plowing. However, for this Project, the City will entertain a waiver and allow the use of plating, but the use will be on a case-by-case basis and if no snow storms are expected.

5. Technical Items (Mr. Warren Baethge, P.E. – Project Engineer – Cardinal Engineering Associates)

A. Schedule and Work Hours

- < Contract Completion Time: It is pointed out that this Project does not have a set number of Contract days, but has a Contract End Date. That date is Substantial Completion of the Project Work by April 1st, 2016. Substantial Completion shall mean that both the water and sanitary sewer systems are completed and operational (tested, disinfected and accepted), so that both can provide service to adjacent private properties that are under development.
- < A formal winter shutdown is not allowed and the Contractor is expected to continue to work to meet the April 1st Substantial Completion Date. The City and Engineer shall determine if weather conditions are such that productive work cannot be performed and order construction activities to temporarily stop. It is expected that as soon as weather and roadway conditions improve after a shutdown and the safety of the construction personnel and the public can be provided for, construction will resume.
- < The Contract includes Liquidated Damages in the amount of \$2,000 for each calendar day of delay from the stipulated Substantial Completion Day of April 1st, 2016.
- < Punch List items required for Final Acceptance of the Project shall not require completion by April 1st, 2016, but all Punch List items must be completed within 60 days after April 1st, 2016, unless otherwise decided at the Pre-Construction Meeting or at subsequent Project Progress Meetings.
- < Normal work hours shall be 7:00 A.M. to 4:30 P.M., Monday through Friday. Any deviation from those work hours or work days must have prior written approval from the City. The selected Contractor shall submit his/her Schedule to the City for approval.
- < **The Field Office for the Owner shall be in place and operational (with electricity, heat and internet access) by the start of construction. The Contractor should assume a portable generator will be required if Eversource cannot provide temporary power in time.**

B. Maintenance and Protection of Traffic

- < The Contractor shall maintain and protect traffic in accordance with Section 120 Maintenance and Protection of Traffic and Section 121 Traffic Control of the Contract Specifications.
- < Both the Town of Berlin and the City of Middletown Traffic and Fire Officials must approve of all traffic control and detour plans.
- < Within ten (10) days after the award of the Contract, the Contractor shall submit a Traffic Signing Plan and/or Detour Plan for approval to the Middletown Public Works Department, the Police Department and the Fire Department.

C. Parking and Staging Area

- < The Contractor is responsible for obtaining parking and staging areas for the work and field office(s).

D. Soil Conditions

- < The Bid Documents contain recent soil borings (B-1 to B-9) in Exhibit "A".
- < Rock is present and will be encountered in some of the deeper sewer excavations. Refer to Special Conditions 6.5 and Section 103 of the Technical Specifications for information about blasting.

E. Project Photographs

- < Existing conditions photographs and a video shall be submitted prior to the acceptance of the first payment requisition. See Special Conditions 6.9 for required information.

F. Testing

- < Refer to Section 6.41 of the Special Conditions for information regarding material certifications, sieve analyses and compaction testing.
- < **The City/Engineer will require the Contractor to employ the services of an outside and independent testing agency to take a minimum number of compaction tests on the trench backfill and/or areas of fill, in order to verify the compaction methods used and results obtained by the Contractor. In addition, the Contractor shall require the independent testing agency to perform proctor and sieve analyses on stockpiled materials to be used for backfilling and roadway subbase/base.**
- < **An Allowance for testing shall be included in the bid sheets to cover a minimum number of tests that may be required by the Engineer. When tests are ordered by the Engineer, the Contractor shall employ an acceptable and independent testing agency to sample and/or test as required. The Contractor shall submit, as part of the normal payment application process, all invoices from the testing agency employed. The Contractor shall be allowed a 5% maximum markup over the invoiced cost.**

G. Permits

- < The City of Middletown will require a Road Opening Permit.
- < The Town of Berlin will require the Contractor obtain a Sewer Connection License at a cost of \$50 per year.
- < The Town of Berlin will require the Contractor obtain a Road Opening Permit at a cost of \$50 for the first 25-feet and an additional \$1.00 for each linear foot of excavation thereafter.

H. Existing Utilities

- < The Bidder shall note that there are existing gas and overhead services and storm drain located within the roadway right-of-way. Contact information is shown in Special Condition 6.29 and test pits will be required to confirm the location and depth of the Algonquin Gas lines before construction begins to confirm proposed crossing clearances. Additional test pits may be required to confirm other gas and storm crossing elevations.

I. Shop Drawings

- < Submit seven (7) copies for review. Three (3) copies will be returned to the Contractor upon acceptance. Upon approval of the Engineer, the Contractor may be allowed to make the shop drawings submittal as digital files via email. In that case, the Engineer may elect to submit his responses digitally.

J. Construction Staking

- < The Contractor is responsible for all construction staking. Payment for this work shall be on a monthly basis and shall be calculated using the approximate number of Contract Time months divided into the Lump Sum Price bid.

6. The following Questions were raised by the prospective bidders during the conference and the following answers are provided by the City and Engineer:

Question 1: Does the Town of Berlin require the Contractor to provide a separate bond?

Answer: *Mr. Fazzino stated that to his knowledge no additional bond is required. However, Cardinal Engineering will call and ask the Town that question. Mr. Jim Horbal, Deputy Director of Berlin Public Works (860-828-7069), gave the following response: The Licensing Package required for the Contractor includes requirements for the Town of Berlin to be named as "additional insured" on the Project Certificates of Insurance and that a \$2,500 Surety Bond must be obtained. A copy of the Licensing Package is included as an attachment to these minutes.*

Question 2: What are the requirements for trench pavement, plating and type of pavement during the winter? Is cold patch allowed or does hot patch need to be obtained from an open plant?

Answer: *Normally, trenches are paved once a week, usually on Friday. If a storm is imminent, the trench should be paved and no plates allowed. The City may allow the use of plates at the end of trench. Plates shall be ramped with bituminous and pinned on the edges. If the plants are shutdown, cold patch will be allowed.*

Question 3: Is the 8-inch sanitary pipe a force main or a gravity line?

Answer: *It is a gravity pipe*

Question 4: Is the City responsible for street snow plowing?

Answer: *The City will provide for street snow plowing.*

Question 5: Will temporary pavement markings be required?

Answer: *No.*

Question 6: Can the street traffic be detoured?

Answer: *The Contractor is responsible for proposing a Traffic Control / Detour Plan. The City only requires that one lane remain open to local residents on Middle Street and to emergency vehicles. The Contractor may propose a "long term" detour of traffic, but that Plan must be approved by the Police and Fire Departments.*

Question 7: Is there any reuse of excavated material or pavement removed?

Answer: *Pavement and excavated material may not be reused. All trench backfill must be gravel fill as detailed.*

Question 8: What is the percentage of Local Preference?

Answer: *For project with a bid cost of \$1 million or less, the percentage is 10%. On projects with a bid cost of more than \$1 million, the percentage is 5%.*

Question 9: Are there any requirements from Algonquin Gas for the pipe crossings?

Answer: *The only requirements at this time are that the gas company be provided sufficient notice before the crossing is made, so that a representative may be present and that the gas company would like the Contractor to perform test pits to determine the exact horizontal and vertical location of each gas main. The Contractor shall be required to coordinate with the gas company prior to the crossing to discuss how the crossing will be done. If the pipes are installed by tunneling, there should be fewer issues. If open cut is used and the bottom of the gas pipes is exposed, the Contractor shall have to support the pipes and then provide adequate backfill and compaction in the trench. That compaction may only be obtained by using flowable fill to provide a stable backfill under the gas pipes.*

Question 10: It is understood what "Earth Excavation Below Normal Grade" involves, but what does "Earth Excavation Above Normal Grade" involve?

Answer: *This work refers to excavation outside the normal trench limits where unsuitable material may be present and the Engineer directs the Contractor to remove the unsuitable material and replace it with other material.*

Question 11: Is there a specified manufacturer/supplier required for ductile iron pipe?

Answer: *No. None is stated in the Specifications. The DIP needs to be Class 52 and submittals require the Engineer's approval.*

Ms. Imme reminded all attendees that the Bid Opening date and time is October 23rd at 11:00 AM. Mr. Fazzino reminded the attendees that October 6th at noon is the last day for questions. Ms. Imme asked that the prospective bidders leave a business card with her if possible. Drawings and Bid Documents are available for purchase in the Purchasing Department.

Prepared By: _____
Warren Baethge, P.E.

Date: _____